

**Hartford Board of Civil Authority Meeting
Wednesday, September 3, 2025; 9:00am
Hartford Town Hall (Room 1; 1st Floor)
171 Bridge Street, White River Jct., VT 05001**

MINUTES (draft)

Members present: Lynn Bohi; Sara Blood, Vice-Chair; Pat Cook; Don Foster; Jen Horn; Nancy Howe, Chair; Mark McNamee; Lisa O'Neil, Clerk.

9:00am: Nancy Howe called the meeting to order. She asked the Clerk, Lisa O'Neil, to review the purpose and process.

The Clerk read several excerpts from an e-mail sent by Sean Sheehan, Director of Elections, for the Vermont Secretary of State (SOS):

- Outlining the requirements per ACT 70 (2025) for municipalities with multiple legislative districts to perform an audit of the voting districts to ensure all voters are in the correct voting district.
- Providing an overview of the background of the 2022 reapportioned legislative districts in Vermont based upon data from the 2020 U.S. Census. The VT SOS Elections Division and the E-911 Board assisted in the process.
- In 2022, Clerks were required to update the Vermont Election Management System (VEMS) for their districts utilizing the new legislative district maps and descriptions.
- Outlining methodologies to audit the districts for accuracy.

The Clerk explained the Hartford BCA was very involved in the re-districting process and vehemently advocated that the Town of Hartford should remain a two-district Town versus the three districts initially proposed by the Re-Districting Board. The BCA put months of thought and work into the process. Once the Districts were established in 2022, the Clerk worked with Jack Hedges, Hartford Fire Department Captain and E-911 Coordinator to ensure the correct street number ranges were assigned correctly for streets split between districts. Captain Hedges utilized the VT Open Geodata Portal to confirm the district boundaries to generate the street-number range for each multi-district street and confirmed which district each range would fall within.

For the purposes of the Audit, the Clerk provided the BCA with a packet of information containing:

- The 2022 Legislative District Descriptions as adopted by the Legislature.
- The 2022 Legislative District Maps adopted by the Legislature.

- The 2022 report, dated April 20, 2022, provided by the Hartford E-911 Coordinator, Hartford Fire Department Captain Jack Hedges, of the split street district designations and street number ranges based on the legislative district maps. He utilized the VT Open Geodata Portal to confirm boundaries.
- Compared the E-911 list to current street number ranges and voter names by district for each split street.
- Reviewed the Street Lists for Hartford (Windsor 4 & Windsor 6).
- Reviewed Windsor 4 voter list by street.

Based upon the review and comparison of the above data, the Clerk said Hartford voters are in the correct voting districts.

Jen Horn thanked the Clerk for the work she put into preparing the information for the BCA to review and consider.

Pat Cook made a motion to Authorize the BCA Chair and the Town Clerk to submit the audit report as drafted. Jen Horn seconded the motion. The motion passed unanimously.

The Clerk reminded the members there are two more days of Tax Appeals next week. She also discussed the need to schedule two Abatement Hearings, so the BCA will be hearing from her soon with possible dates.

9:25am: Linda Miller made a motion to adjourn. Mark McNamee seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lisa O'Neil, Hartford Town Clerk